

## **Blundell's Preparatory School**

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

## **Safeguarding Policy Blundell's Preparatory School**

**This policy was developed during the Autumn term 2009 and adopted on 13<sup>th</sup> November 2009.**

**The Senior Designated Officer at Blundell's Preparatory School is Mrs Elaine Filmer-Bennett and the Deputy Senior Designated Officer is Mr Andrew Southgate.**

**The Senior Designated Officer at Blundell's Preparatory School for EYFS IS Mrs Elaine Filmer-Bennett and the Deputy Designated Officer is Mr Andrew Southgate.**

**The policy is to be reviewed in November 2011.**

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### **1.0 Introduction**

- 1.1 This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: "Working Together to Safeguard Children" 2006, "Framework for the Assessment of Children in Need and their Families" 2000, "What to do if You are Worried a Child is Being Abused" 2003. The guidance reflects "Safeguarding Children and Safer Recruitment in Education" DfES Jan 2007.
- 1.2 The Governing body takes seriously its responsibility under section 157 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- 1.3 We recognise that all adults, including temporary staff<sup>1</sup>, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern. Assurance is obtained that appropriate child protection checks and procedures apply to any staff employed by another agency and working with the school's pupils on another site.
- 1.4 All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- 1.5 The aims of this policy are:
  - 1.5.1 To support the child's development in ways that will foster security, confidence and independence.

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<sup>1</sup> Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self employed staff, contractors, volunteers working with children etc, and governors

- 1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to, approach adults if they are in difficulties, believing they will be effectively listened to.
- 1.5.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- 1.5.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
- 1.5.5 To emphasise the need for good levels of communication between all members of staff.
- 1.5.6 To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- 1.5.7 To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- 1.5.8 To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory List 99 or Enhanced CRB check (according to guidance), and a single central record is kept for audit.

## **2.0 Safe School, Safe Staff**

### **2.1 We will ensure that:**

- 2.1.1 All members of the governing body understand and fulfil their responsibilities. The governing body undertakes an annual review of child protection policies and the efficiency with which the related duties have been discharged.
- 2.1.2 We have a senior designated officer for safeguarding and a deputy, both of whom have undertaken the DSCB Two Day Level 3 Multi-Agency Safeguarding Children Training and who undertake to update their training at least every 2 years.
- 2.1.3 All members of staff are provided with child protection awareness training at induction so that they know who to discuss a concern with. Mrs Elaine Filmer-Bennett is responsible for this training.
- 2.1.4 The Headteacher, where he/she is not the SDO, and all other staff and governors, have child protection awareness training, to be arranged by the SDO every 3 years, to maintain their understanding of the signs and indicators of abuse.
- 2.1.5 All members of staff, volunteers, and governors know how to respond to a pupil who discloses abuse through delivery of the awareness raising pack "What to do if you are worried a child is being abused".
- 2.1.6 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the schools' Safeguarding Policy which is available to view on the school website and in the Parents Handbook.

- 2.1.7 We will ensure the suitability of adults working with children on school sites at any time.
  - 2.1.8 Community users organising activities for children are aware of the school's child protection guidelines and procedures.
  - 2.1.9 We will ensure that child protection type concerns or allegations against adults working in school are referred to the LADO<sup>2</sup> for advice, and that any member of staff found not suitable to work with children will be notified to the Independent Safeguarding Authority<sup>3</sup> for consideration for barring, following resignation, dismissal, or when we cease to use their service in the case of a volunteer
- 2.2 Our procedures will be regularly reviewed and up-dated. Any deficiencies or weaknesses in child protection arrangements are remedied without delay.
- 2.3 The name of the Senior Designated Person for Safeguarding, will be clearly advertised in the school.
- 2.4 All new members of staff will be given a copy of our safeguarding policy, with the SDO's name clearly displayed, as part of their induction into the school.

### **3.0 Responsibilities**

- 3.1 The SDO is responsible for:
- 3.1.1 Referring a child if there are concerns about possible abuse, to Children and Young Peoples Services and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call.
  - 3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
  - 3.1.3 Ensuring that all such records are kept confidentially and securely, separate from pupil records, until the child's 25<sup>th</sup> birthday, and are copied on to the child's next school or college.
  - 3.1.4 Ensuring that an indication of further record-keeping is marked on the pupil records.
  - 3.1.5 Liaising with other agencies and professionals.
  - 3.1.6 Ensuring that either they or the class teacher attends case conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report which has been shared with the parents.
  - 3.1.7 Ensuring that any pupil currently with a child protection plan who is absent without explanation for two days is referred to their key worker's Social Care Team.
  - 3.1.8 Organising child protection induction, and update training every 3 years, for all school staff.

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<sup>2</sup> LADO Local Authority Designated Officer for allegations against staff.

<sup>3</sup> contact the LADO for guidance in any case

- 3.1.9 Providing, with the Headteacher, an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the SDO, and by all staff and governors; number and type of incidents/cases, and number of children with child protection plans (anonymised)<sup>3</sup>

## **4.0 Supporting Children**

- 4.1 We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self worth.
- 4.2. We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3. We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4. Our school will support all pupils by:
  - 4.4.1 Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
  - 4.4.2 Promoting a caring, safe and positive environment within the school.
  - 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
  - 4.4.4 Notifying Social Care as soon as there is a significant concern.
  - 4.4.5 Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is copied under confidential cover to the pupil's new school and ensuring the school medical records are forwarded as a matter of priority.

## **5.0 Confidentiality**

- 5.1 We recognise that all matters relating to safeguarding are confidential.
- 5.2 The Headteacher or SDO will disclose any information about a pupil to other members of staff on a need to know basis only.<sup>4</sup>
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

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<sup>4</sup> Guidance about sharing information, can be found in the booklet "What to do if You are Worried a Child is being Abused" DoH 2003 [www.doh.gov.uk](http://www.doh.gov.uk) and as at footnote 3

- 5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- 5.5 We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with Children and Young Peoples Services on this point.

## **6.0 Supporting Staff**

- 6.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the SDO and to seek further support as appropriate.

## **7.0 Allegations against staff**

- 7.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 7.2 All Staff should be aware of the school's own Behaviour Management policy.
- 7.3 Guidance about conduct and safe practice will be given at induction<sup>5</sup>
- 7.4 We understand that a pupil may make an allegation against a member of staff.
- 7.5 If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Senior Designated Officer who will then inform the Headteacher<sup>6</sup>.
- 7.6 The Headteacher on all such occasions will discuss the content of the allegation with the Duty LADO.
- 7.7 If the allegation made to a member of staff concerns the Head teacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as in 7.5 above, without notifying the Head teacher first.

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<sup>5</sup> The IRSC nationally agreed document "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings" is displayed on the noticeboards in both staffrooms.

<sup>6</sup> or Chair of Governors in the event of an allegation against the Headteacher

- 7.8 Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of an Allegations/Senior Strategy Meeting<sup>7</sup>.
- 7.9 Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration, and the Headteacher will seek the advice of the LADO and Personnel Consultant in making this decision. ISA will be informed, within one month of leaving, any person who is unsuitable to work with children.
- 7.10 In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors with advice as in 7.8 above.
- 7.10 We can suspend a contract for a community user in the event of an allegation arising in that context.

## **8.0 Whistle-blowing**

- 8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so
- 8.2 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the LADO<sup>12</sup> following the Whistleblowing procedure..

## **9.0 Physical Intervention**

Staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

- 9.1 Such events should be recorded and signed by a witness.
- 9.2 Staff who are likely to need to use physical intervention will be appropriately trained.
- 9.3 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

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<sup>7</sup> The term Allegations or Senior Strategy Meeting covers any urgent formal strategy discussion which may take place by telephone between the police, social care, and education managers, requiring action prior to the first meeting.

- 9.5 We recognise that touch is appropriate in the context of working with children, and all staff have been given a 'Safe Practice' guidance to ensure that they are clear about their professional boundary.

## **10.0 Bullying**

- 10.1 Our policy on bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes cyber, racist, homophobic and gender related bullying.

## **11.0 Racist Incidents**

- 11.1 Repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

## **12.0 Prevention**

12.1 We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.

12.2 The school community will therefore:

12.2.1 Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.

12.2.2 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.

12.2.3 Include across the curriculum, including PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

## **13.0 Health & Safety**

- 13.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school when undertaking school trips and visits.

Reviewed November 2010  
Next Review November 2011

**Child Protection Contact Information.**

LEA Lead-CP/Safeguarding Lead Officer-Beverley Dubash 01392 386810

Child Protection Chairs and Local Authority Designated Officers for Managing Allegations

Mid Devon – Ray Charran 01392 388670

Allegations against staff-Referral Co-ordinator, Sara Beck 01392 386013

**Social Care:**

Out of hours Outside office hours 5pm-9am and at weekends and public holidays, contact:

Emergency Duty Service 0845 6000 388

9am-5pm Monday – Thursday and 9am-4pm on Friday

Mid Devon 01392 384157

Informal help and advice centre regarding a child protection concern Monday-Friday 9am-5pm (Friday 4pm)

01392 383054, 01392 384574

Police Central Referral Unit : 0845 605 1166.